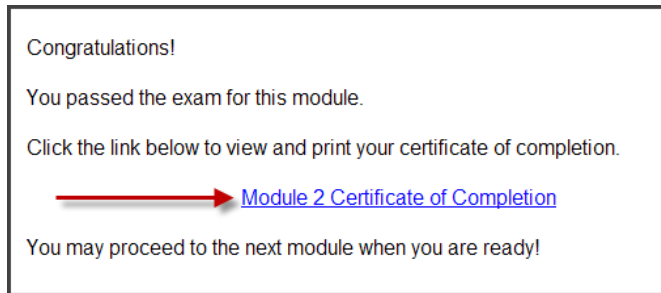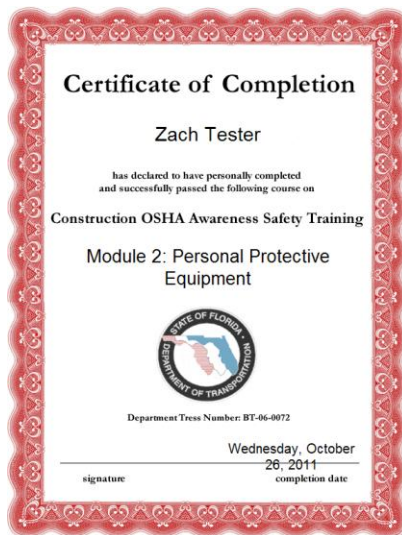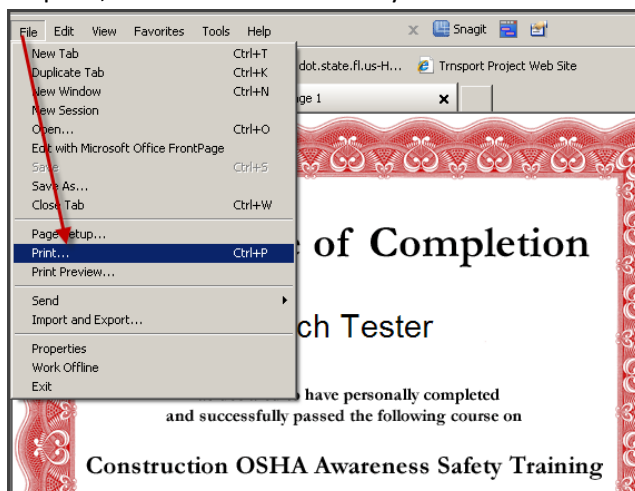**HOW TO PRINT SAFETY COURSE CERTIFICATES**

- At the end of each course, you will have to participate in a 10 question exam based on the information presented in that safety module. You must receive a grade of 70% or higher to pass the exam.

- After passing the exam, a page will be displayed with a hyperlink to the Certificate of Completion.

- Click the hyperlink to open the certificate for printing.

- Once the certificate is opened in your web browser, you will need to print the certificate so it can be sent to your local District Construction Training Administrator (DCTA). DCTA List

- To print, select File – Print from your browser menu.

Select a printer of your choosing and click Okay. A hard copy or electronic (scanned) image of the course completion certificate should then be sent to your local DCTA.